

CONFIDENTIAL

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Approved For Release 2001/08/31 : CIA-RDP78-04787A000100010030-2

Not used

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT: Headquarters Space

1. Nine months after moving into the Headquarters building we had new unanticipated requirements for 88,000 additional square feet of office space. Between October 1962 and February 1963 this requirement was reduced to approximately 27,000 square feet by moving one of the DD/I elements out of the building, the release of contingency space held for expansion purposes, and leaving the Technical Services Division of the DDP and the DDI's Map Library out of the Headquarters building.
2. As of today we have a firm requirement for some 31,000 square feet of space in the Headquarters building even after supplementing DDR space assignments by 13,000 square feet of space. We plan to satisfy this 31,000 square feet requirement by moving a third of the Office of Training back downtown (20,000 square feet). The balance we hope to obtain by renting space in the Rosslyn, Virginia area.
3. Anticipating increases in personnel strengths of those organizations that have to be in the Headquarters building, we plan to move additional elements out of the Headquarters building to space to be rented in areas conveniently located to the Headquarters building.
4. Our immediate requirement for rented space approximates 35,000 square feet. We estimate requirements for 200,000 additional square feet of office space by January 1964. Even though our Congressional Committees look favorably upon our proposal to construct additional facilities at the Headquarters site, the number of years involved in such construction will exceed the anticipated life of our downtown temporary buildings. This being the case, we plan to rent an additional 200,000 square feet of space in January 1965.

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5. We are planning to relocate your downtown office from East Building to 1717 H Street in order to assure you uninterrupted use of a downtown office during the construction of the approaches and road networks of the Roosevelt Island Bridge. We do not plan to give up any of the space in the East, South, Central Building area, but on the contrary to hold it as ideally located office space close to the White House, State Department, USIA, AID, and Defense Department.

L. K. WHITE
Deputy Director
(Support)

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